



MONTANA

DEPARTMENT OF COMMERCE

20192018-
**COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM**

**COMMUNITY PLANNING GRANT
-APPLICATION & GUIDELINES, GRANT
ADMINISTRATION, AND APPLICATION-**

**Grant Applications Due No Later
Than September 27, 2019**

DOCCDD@MT.GOV

<http://comdev.mt.gov/programs/cdbg>

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I. APPLICATION GUIDELINES

**MONTANA DEPARTMENT OF COMMERCE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

INTRODUCTION

The Montana Department of Commerce (Commerce) Community Development Division (CDD) will set aside up to \$500,000 of Community Development Block Grant (CDBG) funds for Community Planning ~~(Planning)~~ grants that support long-term, sustainability planning for housing, public infrastructure, community facilities, facility and economic development. ~~planning. CDBG planning grants may be used for a variety of planning activities.~~

I. ELIGIBLE APPLICANTS

CDBG ~~Planning~~ grants are available to eligible counties, cities, and towns. Local governments may apply on behalf of special purpose districts (such as water or sewer districts), unincorporated areas, ~~or on behalf of~~ public school districts, ~~or on behalf of~~ non-profit or for profit organizations (such as a Human Resource Development Council ~~human resource development council~~, an Economic Development Agency, an Area Agency on Aging ~~area agency on aging~~, a local domestic violence shelter, a Boys ~~boys~~ and Girls Club ~~girls club~~, local food bank, hospital, nursing home, etc.) ~~or a similar non-profit agency~~. Counties may also apply for ~~Planning~~ grants on behalf of tribal utility authorities to assist in serving impacted county and tribal residents.

Local governments may apply for one (1) CDBG ~~Planning~~ grant per funding cycle. Local governments with an open CDBG ~~Planning~~ grant from a previous funding cycle are ineligible to apply for an additional ~~Planning~~ grant until their current planning project is completed and closed out.

As consolidated local governments, Butte-Silver Bow and Anaconda-Deer Lodge may apply for two ~~Planning~~ grants and may have up to two (2) ~~Planning~~ grants open at any given time.

If you have additional questions involving eligibility, please contact CDD ~~Community Planning~~ staff at ~~the Department of Commerce~~ directly.

II. ELIGIBLE PLANNING PROJECTS AND COSTS

CDBG Planning ~~grant~~ Grant funds awarded through the current grant cycle may be used for the creation or update of plans, studies, training or research in any of the areas listed below. Special emphasis will be placed on those proposals that address major community development needs, concerns, and issues and demonstrate an ability to achieve significant community impacts. ~~=~~

Please contact CDD ~~Community Planning~~ staff directly if you have any questions about whether the proposed planning project is an eligible activity under HUD regulations.

CDBG Planning grant funds can be used to pay for the following activities:

- ☐ Growth Policies

- The ~~Growth Policy~~^{growth policy} should include a detailed description of the public service and facility needs of particular groups of persons who generally fall within the low and moderate-income category, such as the elderly, single heads of households, people that are homeless or at-risk of homelessness, or abused or neglected children. ADA Self-Assessment Plans, (and related studies, policy development and regulation to promote accessibility)

~~□ Comprehensive Capital Improvement Plans~~

- Comprehensive Economic Development Strategy Plans
- Downtown/Neighborhood Revitalization or Master Plans, to include comprehensive market studies, urban renewal plans, research and analyses of fair housing availability, the development of supporting policy, and related environmental studies
- Historic and Architectural Preservation Plans, Studies, and Analyses
- Housing plans, to include housing needs assessments, housing condition surveys, housing affordability and market feasibility studies, or the development of local or regional housing assistance programs
- Planning activities associated with the preparation and adoption of ~~ana~~ Urban Renewal District (URD) or Targeted Economic Development District (TEDD)
- Adaptive Re-Use or Redevelopment Plans
- ~~○ Preliminary Engineering Reports (PERs) for drinking water, wastewater, stormwater or solid waste facilities (or other public facilities), and economic development projects~~
- Preliminary Architectural Reports (~~PARPARs~~) for housing, public facilities, school facilities and economic development projects
- Site-specific Development Plans
- Development of Business Plans, Feasibility Studies, and Market Analyses -
- ~~□~~ School Facility Condition Assessments, School Facility Energy Audits and Comprehensive School Facility Master Plans

~~□ Infrastructure related planning activities including:~~

- ~~○ Preliminary Engineering Reports (PER) for drinking water, wastewater, stormwater or solid waste facilities (or other public facilities), and economic development projects~~

- Comprehensive Capital Improvements Plans (CIP)

- ~~□~~ Preparation of grant applications for CDBG Housing, Public Facilities or Economic Development projects, in conjunction with a planning project listed above.

A planning project other than those listed above, recognized and agreed to by ~~Commerce~~^{the} Department (please contact ~~CDD~~^{Community Planning} staff prior to submitting an application for additional guidance).)

III. INELIGIBLE PLANNING PROJECTS AND COSTS

CDBG Planning ~~grant~~Grants funds cannot be used to pay for the following activities:

- ❑ Operation and maintenance costs or expenses;
- ❑ Purchase of furnishings, fixtures, equipment or real property;
- ❑ Non-planning documents such as final design or construction drawings;
- ❑ Construction or any other non-professional services;
- ❑ Grant administration and management expenses, with the exception of postage costs, in-state mileage costs and copy and printing costs associated with the administration of eligible planning grant activities;
- ❑ Financial expenses, including but not limited to interest expense, bond issuance costs, or any other debt-related costs or expenses; or
- ❑ Any otherwise eligible planning project costs incurred prior to the date of announcement of grant award by the ~~Department of~~Commerce.

IV. AWARD AMOUNTS & REQUIRED MATCH

CDBG Planning ~~grants~~Grants are available in amounts **up to \$50,000**. Planning grant funds requested for long-range community development activities that have an overall community benefit will require the applicant provide match on a 1:3 basis; in other words, an applicant must provide a minimum of \$1 in match for every \$3 of CDBG ~~Planning~~planning grant funds awarded. Planning grant funds requested for economic development activities on behalf of a private entity for site-specific projects will require the applicant provide match on a 1:1 basis. Matching funds must be firmly committed by the time CDBG grants funds are released.

The amount of CDBG funds requested, and matching funds to be committed, must be described in the proposed budget as part of the application materials (see *Exhibit 2* of the application for the required budget format and instructions).

Firm loan commitments -- such as funds borrowed from the Montana Board of Investments InterCap Program -- or local cash reserves -- are acceptable forms of match. Grants or cash contributions from other local, state, or federal agencies and programs or private organizations are also acceptable forms of match for CDBG planning grant awards. However, 1/3 of the matching funds must be committed from local sources (i.e. not from state or federal grants).

Grant applicants cannot substitute “in-kind” services provided by local governments, such as regular salaried staff time, for cash match. In-kind match is difficult to document; therefore, CDBG will only accept cash, grants or loans as a match.

~~In documenting a firm commitment of matching funds, the applicant must:~~

- ~~1. Specify the amount and use of the funds committed by the applicant as match; and~~
- ~~2. For funds to be provided by an entity other than the applicant, provide a letter of commitment from the agency or organization involved. The commitment of funds or resources may be made contingent on CDBG funds being awarded for the proposed planning project.~~

In documenting a firm commitment of matching funds, the applicant must:

1. Specify the amount and use of the funds committed by the applicant as match; and
2. For funds to be provided by an entity other than the applicant, provide a letter of commitment from the agency or organization involved. The commitment of funds or resources may be made contingent on CDBG funds being awarded for the proposed planning project.

Reduction or Waiver of Match

Commerce may reduce or entirely waive the match requirement, if specifically requested by the applicant, in **limited and extreme hardship** cases only. **Applicants requesting a reduction of the match or a waiver may experience a longer review time.** Applicants seeking to reduce or waive the match requirement must formally request a reduction of the match or a waiver at the time of application. **An; reduction or waiver requests made after CDBG funds have been awarded will not be considered. The applicant requesting match reduction, or a match waiver must must also** include documentation in the application materials which:

1. Clearly demonstrates that higher financial participation is not possible **and**
2. Provides written evidence that the need for the planning project relates to an immediate need to protect public health or safety or would respond to a serious need principally impacting low- or moderate-income persons or households.

V. APPLICATION SUBMISSION

CDBG Planning grantGrant applications are due to will be accepted on an on-going basis beginning April 30, 2018. ~~CDBG Planning Grant applications will be reviewed on a monthly basis and Commerce no later than September 27, 2019.~~ **will announce awards as described in the Application Review Process until all funds are awarded.** Applications for the preparation of **comprehensive Capital Improvements Plans (CIPs) or Preliminary Engineering Reports preliminary engineering reports (PER)** for water, ~~or~~ wastewater **or stormwater systems that are not directly tied to economic development through job creation and job retention, will be accepted at the same time but may be considered secondary to other planning priorities for funding due to other state and federal program funds**

available. Applications for the preparation of short-term economic development related planning projects, such as the development of Business Plans, Feasibility Studies, and Market Analyses, systems will be accepted at the same time but may be considered secondary to other planning priorities for funding due to other state and federal program funds available. ~~An alternate source of funding for Preliminary Engineering Reports and Capital Improvements Plans are available through the other federal or state funding sources.~~

To apply for a CDBG Planning ~~grant~~Grant, all eligible applicants must complete the application found on ~~Commerce's the Department of Commerce website.~~website. Completed applications and all supplemental materials are required to be submitted by first class mail, hand delivery, or email to:

Montana Department of Commerce
Community Development Division
Community Planning Program
301 S. Park Avenue - P.O. Box 200523
Helena, MT 59620-0523
~~DOCCDD@mt.gov~~DO
~~CCDBG@mt.gov~~

Each application submitted must be complete and accompanied by all required supplemental materials. Applicants must complete the environmental process as provided in exhibit 3-A and 3-B. If an exempt determination cannot be made by the applicant, the applicant must contact CDD~~Community Planning~~ staff for further assistance. Commerce reserves the right to reject ineligible, incomplete, or otherwise improper applications. ~~If the applicant submits an application electronically, the original signature page must be subsequently mailed to the Department.~~

Applicants are encouraged to contact CDD~~Community Planning~~ staff with any questions they have concerning application submittal and the requirements related thereto.

Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, braille~~Braille~~, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals, who need aids or services for effective communication or need other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

VI. APPLICATION REVIEW PROCESS

Awards will be based on overall merit of the application and its ability to meet established CDBG goals and objectives. CDD ~~Community Planning~~ staff will review all CDBG Planning ~~grant~~Grant applications and evaluate the extent to which each proposed planning project relates to the criteria set forth below. The Department of Commerce Director makes all final decisions. ~~Applications will be reviewed on an on grant -going basis, in the order they are received, and awards, will be based on overall merit of the application and its ability to meet established CDBG goals and objectives.~~

Awards may be delayed due to fluctuation of the Federal budget and State allocation.

~~CDDCommunity Planning~~ staff will first review each application for completeness. During this review, staff may contact an applicant to discuss any concerns or questions, or to request additional information or documentation. Staff may require additional information from the applicant to clarify information presented in the application; however, the applicant may only submit additional information after the initial application if and when specifically requested by staff.

Applicants for CDBG planning grant funds will be evaluated as to how the proposed long-term planning project meets each of the application criteria, consistent with the overall goal of helping communities address their greatest needs, concerns and issues, and especially address the needs of low- and moderate-income households, combined with the likelihood to achieve substantial community impact. ~~CDD staff~~Staff will consider the overall quality of the application, including measurable project goals, tasks, and activities, a well-developed work plan and budget, and easily identifiable deliverables, in making award decisions.

Priority will be given to planning projects that enhance the unique and resilient characteristics of all communities by: 1) investing in healthy, safe, walkable downtowns and neighborhoods – rural, urban, and suburban; 2) encourages development and community revitalization that utilizes existing infrastructure and community services; and 3) aligns with the community's long-range vision and goals.

Commerce will notify successful applicants of a CDBG Planning ~~grantGrant~~ award by sending a formal award letter. The completed application, including any written modifications resulting from the review of the application by ~~CDDCommunity Planning~~ staff and approved by the Department, will be incorporated into the grant contract between Commerce and the successful applicant. The grant contract must be executed by an authorized agent of the local government.

II. GRANT ADMINISTRATION

A. ADMINISTRATIVE PROCEDURES & REQUIREMENTS

The provisions below describe some of the more significant administrative procedures and requirements successful CDBG Planning ~~grantGrant~~ applicants must comply with. All procedures and requirements that the award recipient must comply with will be set forth in the grantee's contract with Commerce. Forms and templates are available on the CDD website at [~~comdev.mt.gov~~](http://comdev.mt.gov/)

- I. Payment:** CDBG ~~Planning~~grant recipients must execute a contract with Commerce before any funds can be reimbursed. Payment for approved expenses under the grant contract will be on a reimbursement basis only. ~~Commerce~~ will typically disburse 50% of the planning grant award upon request for payment accompanied by proper documentation and submittal of draft project deliverables, when applicable. To request payment from the Department, grantees must submit a Request for Funds form with supporting ~~documentation~~, including a Signature Certification ~~Form~~ and ~~all applicable invoices detailing the project expenditures by activity, employee and showing~~

hourly rate breakdowns, along with a project progress report. Documentation of the procurement process followed will be required submitted as part of the initial request for payment.

To receive final payment, the grantee must show proof of expenditure of all matching funds and include one hard copy and one electronic copy of the final planning deliverables (growth policy, CIP, PAR, etc.). Commerce will determine whether supporting documents for a request for payment are sufficient and adequate to approve reimbursement. If the grantee fails to obligate expenses on or before the termination date of the grant contract, Commerce cannot reimburse the grantee planning grant award funds, unless the grantee can demonstrate, to the satisfaction of Commerce, a reasonable basis for the delay in requesting reimbursement. All documentation and requests for reimbursement must be received by the department within 60 days of termination of the grant contract.

4.2. Reporting Requirements/Project Monitoring: Grantees will be required to submit progress and expenditure reports in accordance with the requirements of the grant contract. Commerce reserves the right to perform site inspection(s) in order to monitor the grantee's compliance with the terms of grant contract, including but not limited to verification of planning services performed and monitoring of CDBG grant funds.

4.3. Public's Right to Know: Applications that are funded are subject to disclosure, in response to requests received under provisions of the Montana Constitution (Art. II, §9). Information that could reasonably be considered to be proprietary, privileged, or confidential in nature should be identified as such in the application.

4.4. Authority/Approvals: The signature on the application is the Applicant's (or their authorized agent's) certification that the local government has approved submittal of the application and has firmly committed the matching funds required.

4.5. Compliance with Laws: The Applicant must certify on the application that the proposed planning project complies with all state, federal, and local laws, ordinances, and regulations, including any necessary environmental review and procurement requirements.

6. Compliance with Contract Conditions: Commerce may require grantees adhere to technical guiding documents and templates based on scope of project as applicable.

5.7. Dissemination of Information/Technology Transfer: Grantees will be contractually required to allow Commerce access to any facility or site associated with the planning project, and the ability to obtain, publish, disseminate, or distribute any and all information obtained from the planning project (except any data or information identified as confidential or proprietary), without restriction and without payment or compensation by Commerce.

4. Grant Duration/Performance Period: The grant term will begin upon execution of the grant contract and will end one (1) year after the date of the Award Letter, or upon final reimbursement for costs and close-out of the planning project by Commerce, whichever is sooner. Commerce will consider special circumstances, on a case-by-case basis, that necessitates a longer contract period. No requests for payment may be submitted for any costs or expenses obligated by the district for reimbursement after termination of the grant contract. All planning projects for which a CDBG Planning Grant has been awarded must be completed within the time frame specified in the contract. Commerce, in its sole discretion, may grant an extension to this deadline if the planning project is near completion but will not be fully completed by the

deadline, and the grant recipient can demonstrate a good faith effort to complete the project on time and within the original budget. ~~If no Project Completion Report form is submitted, the grant will be considered closed-out 90 days following expiration of the grant term.~~

~~6.8.~~

7.9. Return of Funds: At Commerce's sole discretion, the grantee will be required to and agrees it shall return to Commerce any and all funds that are determined by Commerce to have been spent in violation of the terms and conditions of the grant contract.

8.10. Cost Savings: In the event that expenses for a CDBG Planning ~~grant~~Grant projects are less than the projected costs and grant award, Commerce may, in its sole discretion, authorize additional related planning efforts for the same facility to enhance the overall project or reduce the grant award accordingly.

9.11. Uniform Relocation Act: CDBG planning grants funding the preparation of preliminary engineering (PER) or architectural (PAR) reports that consider, recommend or require the acquisition of real property are subject to the Uniform Act (URA). Grantees are encouraged to contact ~~CDD/CDBG program~~ staff anytime acquisition is being considered as part of a planning grant application or award, to ensure all necessary and appropriate URA procedures are followed.

B. PROCUREMENT OF PROFESSIONAL SERVICES

To be eligible for reimbursement, professional architectural or engineering services must be procured in compliance with federal and state laws, including but not limited to, 2 ~~CFR Part~~CFR 200 and applicable sections of MCA 18-8-201 through 212-MCA. The local government will be required to submit evidence showing the procurement process was followed and provide documentation of the review and selection process, prior to requesting reimbursement. In order to ensure that expenditures will be eligible for reimbursement, please contact a ~~CDD~~Community Planning staff member directly for guidance BEFORE procuring professional services or incurring any costs for which the local government may later request reimbursement.

For procurement of planners, grant writers and consultants, CDBG recommends using the formal RFP process to increase the community's ability to hire the best qualified consultant. A planning RFP should be concise, contain all the important information needed for firms to respond in a factual manner, and indicate the services the consultant would be expected to provide. It also should include information regarding the time frame, factors that will be used to evaluate the responses, and a contact person.

At a minimum, local governments are required to conduct limited solicitation (HUD's Procurement by "Small Purchase Procedures"), which can be found in the CDBG/NSP Grant Administration Manual, Procurement Chapter. Grantees~~procurement of planning services and~~ will be asked to provide documentation that a minimum number of ~~adequate, three (3)~~ qualified firms were contacted in writing or via phone and provided formal quotes for consideration. Commerce recommends reaching out to 3-5 firms. The local government will be required to submit evidence that the limited solicitation process was followed and documentation of the review and selection process. Any representative hired by a local government to conduct the RFP solicitation or procurement process cannot be subsequently hired by the local government to perform the planning services.

Documentation that the following CDBG requirements have been met will apply to all CDBG planning grant recipients when procuring for professional services:

Disadvantaged Business Enterprise Requirements

Outreach to qualified Disadvantaged Business Enterprise and Women-owned Business Enterprise and Minority-owned Business Enterprise (all referred to as DBE) firms should be completed each time a procurement action is undertaken. For most projects, this would mean copying DBE firms at the time of issuing a Request for Proposals (RFP) or Request for Qualifications (RFQ) to hire an engineer, architect or planner. A sample Letter of Work Notification to DBE firms may be found on the [website](#).

A list of Montana Disadvantaged Business Enterprises created by the Montana Department of Transportation (MDT) Disadvantaged Business Enterprise Program may be found by calling MDT at (406) 444-6337 or downloaded from their [website](#).

The primary objective of this requirement is that grantees and any sub-grantees take all necessary affirmative steps to ensure that DBEs in labor surplus areas are used when possible in the procurement of goods and services for CDBG funded activities. In order to accomplish this DBE-related objective, CDBG planning grantees must take the following affirmative steps:

- ❑ Ensure that small and minority businesses and women's business enterprises are solicited whenever they are potential sources of goods or services;
- ❑ Divide total requirements -- when economically feasible and consistent with state law -- into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.

Section 3 Requirements

~~The Section 3 Notice~~ (Section 3 of the ~~federal~~ Housing and Urban Development Act of 1968 (12 U.S.C. 1701u and 24 CFR Part 135 represents HUD's policy for providing preference for new employment, training and contracting opportunities created from the usage of covered HUD funds to residents in the community who earn at or below 80% of area median income and the businesses that substantially employ these persons. Section 3 does not apply on a "per project" basis, whenever any portion of HUD funding is invested into projects involving housing construction, demolition, rehabilitation or other public construction, the requirements of Section 3 apply. In other words, Section 3 applies to the entire covered project or activity regardless of whether the activity was fully or partially funded with covered assistance for all projects that will result in new employment, contracting, training opportunities.

While Section 3 is not specifically required for CDBG Planning grant projects, if a planning grant project will result in a "covered" project, Section 3 must be followed during the planning grant project. CDD staff will work with all grantees to determine if Section 3 applies and request of the grantee to indicate if the planning grant may result in an application to complete a project with other covered HUD funded programs (such as CDBG or HOME).

To follow the Section 3 requirements, a Section 3 Notice () must be published at least once at the beginning of the project but can be published each time a major procurement action is undertaken on CDBG Public and Community Facilities, Housing, and Economic Development grant projects.~~a planning project.~~ For most projects, this would mean publishing the first Section 3 notice at the time of issuing a Request for Proposals (RFP) or Request for Qualifications (RFQ) to hire an engineer or architect. This notice is to ensure that interested parties and residents have a reasonable opportunity to hear about the potential Section 3 employment opportunities as a result of the CDBG project. The

language containing the Section 3 requirements must be included in advertisements and any contracts awarded to contractors that benefit from CDBG funds.

A sample Section 3 Public Notice: Economic Opportunities for Low-~~Income~~ and Moderate-~~Income~~ Persons is provided below and can also be found in ~~Chapter 5, Exhibit 5-B of the CDBG/NSP Grant Administration Manual, Procurement Chapter, found on the CDD website.~~ This notice or its equivalent must be published in order to inform the community of employment and business opportunities and to demonstrate compliance with Section 3 requirements. Section 3 activities must be reported to CDD Community Planning staff prior to CDBG Planning grants funds being disbursed.

Section 3 requires that to the greatest extent feasible, in CDBG or HOME-assisted projects, opportunities for training and employment must be given to:

- Residents at or below 80% of area median income in areas;
- Residents of Public and Indian Housing; Opportunities for training and employment must be given to lower income residents of CDBG-assisted projects; and
- Businesses that are 51% or more owned by Section 3 residents; or
- Businesses where at least 30% of employees are Section 3 residents.
- Contracts for work in connection with such projects should be awarded to business concerns located in, or owned in substantial part by "project area" residents. (See the CDBG/NSP Grant Administration Manual (See Chapters 13, Exhibit 13-H, for additional information about required Section 3 reporting by CDBG grantees at the time of project closeout.)

A sample notice form for CDBG grant recipients can be found by visiting the [website](#), and should be used to inform the community of prospective employment and business opportunities.

Professional Services Agreements and Supplemental Conditions

Once the procurement process is complete and a consultant is hired, grantees may use the sample [professional services agreement found in the CDBG/NSP Grant Administration Manual, Procurement Chapter, \(see website\)](#)~~(see website)~~ which includes the standard language used in such contracts and the clauses required for CDBG-funded grant contracts. It is the grantee's responsibility to include provisions related to all applicable CDBG requirements in any contract or agreement through which CDBG funds are passed on to a contractor or subcontractor.

The [CDBG Supplemental Conditions to Contracts found in CDBG/NSP Grant Administration Manual, Procurement Chapter, CDBG Supplemental Conditions to Contracts](#) ~~(see website)~~[website](#) must be included in contracts for professional services, even if a contractor prefers to use their existing contract format. In both sample formats, the required clauses have been noted with an asterisk.

III. CDBG PLANNING GRANT APPLICATION

MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MONTANA DEPARTMENT OF COMMERCE – COMMUNITY DEVELOPMENT DIVISION

SECTION A – APPLICANT CERTIFICATION

The Applicant hereby certifies that: It will comply with all applicable parts of Title I of the Federal Housing and Community Development Act of 1974, as amended, which have not been cited herein, as well as with other applicable federal laws and regulations.

It will comply with all requirements established by the Montana Department of Commerce and applicable State laws, regulations, and administrative procedures.

It accepts the terms, conditions, selection criteria, and procedures established by the Montana Community Development Block Grant (CDBG) Program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of CDBG funds.

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Name (printed): _____

Title (printed): _____

Signature: _____ **Date:** _____
Chief Elected Official or Authorized Representative

-

1. Name of Applicant: _____

2. Mailing Address: _____

3. Type of Entity: _____

4. Federal Tax ID Number: _____

5. Type of Project: _____

6. DUNS Number: _____

SECTION C – CONTACT INFORMATION SUMMARY

CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE:

(Name)

PRIMARY CONTACT PERSON (if different from CEO/Auth Rep):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

PROJECT ENGINEER/ARCHITECT (if applicable):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

LEGAL COUNSEL/ATTORNEY:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

GRANT/LOAN ADMINISTRATOR (if applicable):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

CLERK/CONTRACT ATTESTER:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

SECTION D – REQUIRED DOCUMENTATION

TO BE SUBMITTED WITH APPLICATION (AS APPLICABLE):

I. WAIVER OF MATCH REQUESTED?

If waiver of match is requested, provide supporting documentation and narrative justification as part of the budget narrative (See Guidelines, page 5).

II. LETTER(S) OF COMMITMENT

For funds or resources to be provided by a non- profit agency, water and sewer district, or similar organization. (See Guidelines, page 5).

III. PROJECT IMPLEMENTATION SCHEDULE

Provide a project implementation schedule using Exhibit 1 attached. Include a brief narrative to explain your proposed project schedule.

IV. PROPOSED PROJECT BUDGET AND BUDGET JUSTIFICATION NARRATIVE

Use Exhibit 2 attached to list your project budget and to provide a detailed narrative that explains and justifies each line item of your proposed budget.

V. DETERMINATION OF ENVIRONMENTAL EXEMPTION

Provide a resolution or letter, signed by the chief elected official, documenting determination of environmental exemption. Use Exhibit 3-A and 3-B.

SECTION E – PROJECT DESCRIPTION

PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED PLANNING ACTIVITY AND THE COMMUNITY/ENTITY BENEFIT.

(Describe what the final work product will be and provide a description of the items that make up the work scope. A more thorough description may be necessary if the planning activity is for a product other than a CIP, Growth Policy or PAR/PER. Include a discussion regarding the schedule including when key project milestones will be started and completed, see Exhibit I.)

Please limit the response to this description of the proposed planning activity to a maximum of one page.

SECTION F – PROJECT PROPOSAL DETAILS

Applicants are encouraged to review community development objectives outlined within the Annual Action Plan for Montana’s Consolidated Plan. Community Planning Staff will review all applications to determine that the proposed project meets the objectives of the Annual Action Plan for Montana’s Consolidated Plan.

Using separate sheets, applicants must address each of the questions below. If a question is not applicable to the proposed planning project, the applicant must briefly address why it is not applicable. Links to supplemental documents or community specific data and related information are encouraged to help support or illustrate the planning activity that funding is being requested for. Please limit the response to each question below to a maximum of two pages each.

A. Address the following elements as they relate to the proposed planning project, providing references and supplemental documentation as necessary to adequately illustrate a response:

1. The need for financial assistance to complete the planning project.
2. The fiscal capacity of the applicant to meet the grant conditions required by the Department, including but not limited to its ability to manage the planning project and demonstrate the use of generally accepted accounting principles.
3. Past efforts to ensure sound, effective, long-term community wide planning. Provide information for at least the past 5-10 years.
4. The demonstrated importance of, and the community’s current support for, the planning project.
5. Relation of planning project to business expansion or retention, specifically the number of potential jobs created or retained as a result of the proposed planning activity (directly or indirectly).

B. Describe how the proposed planning project will support Montana communities by:

1. Targeting funding toward existing communities to increase community revitalization, improve the efficiency of public works investments, and safeguard rural landscapes.
2. Encouraging appropriate and comprehensive planning, market studies, preliminary architecture reports, and other studies or plans that support the sustainability of local communities, affordable housing, public works investments, vital employment centers, and the environment.

C. Describe the intended outcome of the proposed planning project.

D. How will the receipt of planning grant funds have a positive impact on the applicant community?

E. Describe what steps will be taken following the conclusion of the planning activity (additional grant funds sought and what sources, implementation, project construction, etc.)?

Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals, who need aids or services for effective communication or need other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

EXHIBIT I
CDBG COMMUNITY PLANNING GRANTS
PROJECT IMPLEMENTATION SCHEDULE

<u>TASK</u>	<u>MONTH</u>
<u>PROJECT START UP</u>	
<u>Preparation of MDOC Contract</u>	
<u>PROCUREMENT OF PROFESSIONAL ASSISTANCE</u>	
<u>Including professional engineers, architects, and planning consultants, etc.</u>	
<u>Submit Request for Proposals (RFP) to DOC for review</u> <u>(Architectural and engineering services must be procured in compliance with Section 18-8-201, MCA)</u>	
<u>Publish RFP or RFQ/Conduct limited solicitation</u>	
<u>Select professional</u>	
<u>Execute agreement with professional</u>	
<u>PROJECT IMPLEMENTATION</u>	
<u>Prepare draft plan/report</u>	
<u>Submit interim Request for Funds, and 50% draft of final product (digital copy)</u>	
<u>Public review and comment</u>	
<u>-</u>	
<u>Finalize plan/report</u>	
<u>PROJECT CLOSEOUT</u>	
<u>Submit final product, both in digital and printed formats</u> <u>Submit final Request for Funds and Project Completion Report</u>	

EXHIBIT 2
CDBG COMMUNITY PLANNING GRANTS
PRELIMINARY PROJECT BUDGET & BUDGET NARRATIVE

<u>APPLICANT NAME:</u>				
<u>CDBG Planning Grant Funds Requested: \$</u> _____				
<input type="checkbox"/> <u>Community Benefit – 1:3 match required</u> <input type="checkbox"/> <u>Site-Specific/Private Entity Benefit – 1:1 match required</u> (Note: Required matching funds and amounts must be included in this preliminary budget)				
	<u>SOURCE:</u> <u>CDBG Planning Grant</u>	<u>SOURCE:</u> <u>Match (Specify)</u>	<u>SOURCE:</u> <u>(Specify)</u>	<u>TOTAL</u>
<u>Status of non-CDBG funds (Pending or Firm)</u>				
<u>Professional Planning Activities</u>				
<u>Professional Architectural/Engineering Services</u>				
<u>Other (Describe)</u>				
<u>TOTAL PLANNING PROJECT</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Note – Because the amount of funding is limited, applicants will be expected to absorb most costs associated with the administration of the CDBG Planning Grant.

The budget justification narrative **must** thoroughly explain the rationale or basis for all proposed budget costs for each line item.

Quotes from qualified professionals may be requested by MDOC to justify the proposed budget; applicants are encouraged to provide estimates from qualified contractors as part of the application package, in support of the amount of funds requested.

The thoroughness of the budget justification will be a consideration in the review of the application.

The budget for the planning project must be accompanied by a detailed narrative that explains:

- I) The justification for each budget line item for the CDBG funds requested;

- 2) Local matching funds; and
- 3) Other sources and amounts of local, state, federal, or private funds to be involved.

Reminder: Planning grants may not be used for reimbursement of activities undertaken or completed prior to the date of announcement of grant award by the Department of Commerce.

Budget Justification Narrative Response (response below or attached):

EXHIBIT 3-A
CDBG COMMUNITY PLANNING GRANTS
DESIGNATION OF ENVIRONMENTAL CERTIFYING OFFICIAL

(Sample - To Be Completed on Local Government Letterhead)

(Date)

(Name of Community Planning Program Liaison)
Montana Department of Commerce
Community Development Division
301 S. Park
P.O. Box 200523
Helena, MT 59620

Dear *(Name of Community Planning Program Liaison)*:

This is to notify you that _____ *(Name)* _____, _____ *(Title)* _____, is designated as the Environmental Certifying Official responsible for all activities associated with the environmental review process to be completed in conjunction with the 20XX__ CDBG grant awarded to _____ *(Name of Grantee)* _____, Montana.

Sincerely,

Signature*

Typed Name and Title

**The chief elected official should sign this letter (mayor or chairperson of county commission).*

EXHIBIT 3-B
CDBG COMMUNITY PLANNING GRANTS
FINDING OF EXEMPT ACTIVITIES
(Sample - Complete on Local Government Letterhead)

(Date)

(Name of Community Planning Program Liaison)

Montana Department of Commerce
Community Development Division
301 S. Park
P.O. Box 200523
Helena, MT 59620-0523

Dear *(Name of Community Planning Program Liaison)*:

It is the finding of the *(Name of Grantee: City, Town or County of _____)*, Montana, that the following activities approved for funding under the Montana CDBG program are defined as exempt activities under 24 Part 58.34, and meet the conditions specified therein for such exemption, of the Environmental Review Process for Title I Community Development Block Grant Programs, and that these activities are in compliance with the environmental requirements of related federal authorities. The activities and the statutory authority for exemption are listed below:

List applicable activities, descriptions, and authority. **For example:**

1. Planning activities to include preparation of a preliminary engineering report.

Authority – Section 58.34(a)(1): Environmental and other studies, resource identification and the development of plans and strategies.

Sincerely,

Signature of Environmental Certifying
Official or Chief Elected Official